Chapter 4 - Error Corrections Procedures

PURPOSE

This chapter describes the various procedures and options related to correcting financial
transactions which contain errors.

Terms

Batch Errors
Data Related Errors
Detectable Errors
Error Classification
Error Correction Errors
Table Control Errors
Fund Control Errors
Rejected Errors

Accurate data is the critical factor in the proper functioning of any information system.
Extensive internal edit and fund control checks are incorporated within R*STARS to ensure that,
to the extent possible, accounting transactions processed in the system are accurate.
Transactions that do not pass these edits are reported as errors. All errors must be corrected as
expeditiously as possible.

Different correction procedures are required depending upon when the error is detected. For
example, when detected by the terminal operator, errors may be corrected immediately through
on-line procedures. Other errors are not detected until the nightly batch update. These errors
require correction through on-line error correction procedures.

The Help Profile screen, which can be accessed by selecting the F1 key, contains an explanation
of the error messages generated by R*STARS. The R*STARS Reference Manual, Chapter 11,
Error Correction, provides an overview of the error correction process available in R*STARS.

4.1   CORRECTION OF ERRORS PRIOR TO POSTING IN THE NIGHTLY CYCLE

R*STARS contains on-line capabilities which enable users to correct errors detected prior to posting in the nightly batch update cycle. This section discusses correction of errors entered through the on-line data entry process which have not yet been processed through the batch update cycle.

If Edit Mode "1" (limited on-line edit) or "2" (on-line edit and post) is selected, on-line edits are performed before the transaction is accepted by the system. If errors occur during this point in processing, the user should take the necessary steps to correct the error as described in the following paragraphs.

If a transaction is entered on-line in Edit Mode "1" or "2," it will not automatically be accepted if it contains invalid data element values. When the transaction is entered and processed, error messages will appear defining the errors on the transaction. If the error messages are data-related errors, the data entry personnel should attempt to correct the error at that time. The following steps should be used to help identify and correct the problem:

1. Compare the fields in error on the screen to the input form. The most common error in accounting transactions is transposition of digits, so be sure to check that the numbers entered are the numbers on the form. Also check that the data elements were entered   in the correct fields.

2. If the data elements on the screen match the data elements on the form, the profiles should be checked for validity of the values entered. This may be accomplished through use of the "Interrupt" function (Chapter 3) or by reviewing Profile Listing Reports.

If the errors on the transaction are fatal fund or financial table control errors, data entry personnel may not be able to correct the error immediately on-line. Fund control errors only occur on-line if transactions are entered in Edit Mode "2."

If fund control errors occur on-line and the errors are not related to inaccurate data elements (e.g., the wrong appropriation number was entered and did not have adequate budget to process the expenditure transaction), then agency procedures should be followed for handling funding errors.

If transactions are entered in Edit Mode "0" (no edits) or "1" (data edits only) and error during the batch cycle, the user must recall the transaction on-line to process corrections. This is accomplished using the Recall a Batch for Correction screen (shown on the next page).

RECALL A BATCH FOR CORRECTION INPUT CODING INSTRUCTIONS

```
S510 VER 2.0                    R*STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                   RECALL A BATCH FOR CORRECTION                     FACS


              BATCH AGENCY:
                BATCH DATE:
                BATCH TYPE:
              BATCH NUMBER:
            SEQUENCE NUMBER:        (REQUIRED IF CHANGING, DELETING, OR VIEWING A
                                     TRANS)

            BATCH BALANCING-
              ENTERED COUNT:              ENTERED AMOUNT:
             COMPUTED COUNT:             COMPUTED AMOUNT:

          PAYMENT DIST TYPE:
             DISB METH IND:
           ORIGINAL USER ID:
                USER CLASS:
               LAST USER ID:



     F1-HELP  F2-CHANGE HDR  F3-DELETE   F4-CHANGE  F5-VIEW  F6-BALANCING  F7-DETAILS
     F8-DOC TRK  F9-INTERRUPT  F10-ADD  F11-RECOMPUTE  F12-HEADERS  CLEAR-EXIT
```

Function Key Processing

F1	**Help**	Accesses the 90 News/Help profile.
F2	**Change The Batch Header**	Takes user to the 511 Change Batch Header screen to change batch header elements. On the 511 screen, the fields which may be changed are the Entered and Computed Count and Amount, the PDT, and the Batch Effective Date.
F3	**Delete a detail transaction**	Deletes indicated transactions. Must identify the specific transaction to delete by completing the sequence number field. Note, the delete function will immediately delete the transaction on-line.
F4	**Change a detail transaction**	Takes the user to the transaction input screen to correct selected transactions.
F5	**View**	Displays the transaction on the data entry screen. No changes are allowed to the transaction.

F6	**Balancing**	Goes to the 502 Batch Balancing screen.
F7	**Details**	Provides a detail listing of entered transactions.
F8	**Doc Trk**	Takes the user to the 37 Document Tracking Inquiry screen
F9	**Interrupt**	Initiates Interrupt and returns from Interrupt and Help.
F10	**Add**	Takes the user to the transaction input screen to add additional transaction(s) to the batch.
F11	**Recompute**	Recomputes batch computed count and computed amount. This action may be required if there is a telecommunications failure while entering accounting transactions. Also, if a terminal is switched off while a user is entering a batch of transactions, it may be necessary to process a Recompute action for the batch.
F12	**Headers**	Takes the user to the 530 View Batch Headers screen

Information Elements

■ **Batch Agency**
The system retrieves the three-character agency.

■ **Batch Date**
The system retrieves the six-digit batch date in MMDDYY format.

■ **Batch Type**
The system retrieves the one-character batch type.

■ **Batch Number**
The system retrieves the three-digit batch number.

■ **Sequence Number**
Enter the transaction sequence number if deleting (F3), changing (F4), or viewing (F5), a detail transaction. A sequence number of "00001" may be entered as "00001" or "1" or "0001" or "001" or "01." This must be the sequence number of the transaction to be changed or deleted. The remaining fields on this screen are protected.

■ **Entered Count**
System generated. Displays the entered number of transaction in the batch.

■ **Computed Count**   System generated. Displays the computed number of transactions in the batch.

■ **Entered Amount**   System generated. Displays the entered amount of all transaction in the batch.

■ **Computed Amount**   System generated. Displays the computed amount of all transaction in the batch

■ **Payment Dist Type**   System generated. Displays the payment distribution type.

■ **Disb Method Ind**   System generated. Displays the disbursement method indicator.

■ **Original User ID**   System generated. Displays the original user ID.

■ **User Class**   System generated. Displays the user class.

■ **Last User ID**   System generated. Displays the ID of the last user.

4.2 CORRECTION OF REJECTIONS

Rejected transactions are those transactions that were improperly classified or batched. There are four conditions which lead to rejections:

■ Unbatched accounting transactions.
■ Records that are not classified as accounting transactions.
■ Duplicate transactions.
■ Duplicate document numbers.

Rejected transactions are not posted to any of the financial tables or transaction files. Therefore, these transactions must be corrected and re-entered into the system.

The only type of transactions that are not rejected are those entered on-line in edit mode 2.

The correction of rejections is accomplished by resubmitting the accounting transactions in the corrected form. It is important to document an audit trail by noting on the error report the action taken for each rejected transaction.

All rejections are listed on the DAFR2151 R*STARS Error Report. The report contains the transaction and information including transaction ID, dollar amount, and the related error code.

4.3   CORRECTION OF ERRORS

Agencies are responsible for ensuring that their transactions are input correctly and timely.

After the overnight batch update processing cycle is run, those transactions that did not meet the edit requirements are placed on the Internal Transaction file (with edit mode of "3"). Such transactions are not posted to the financial tables.

There are several steps an agency should take to effectively manage its transaction flow. Agencies are provided with tools to identify the specific inputs, outputs, and errors associated with a particular day's processing in the form of R*STARS control reports and R*STARS inquiries. The use of error correction reports, when available, is the preferred method because it is more efficient. However, on-line procedures are available when these reports cannot be distributed on a timely basis. Both methods of viewing transactions in error are described in the following paragraphs.

Transactions in error and the associated error messages are reported on the R*STARS DAFR2151 Error Report. This report contains all transactions processed in the previous nightly batch cycle that encountered any warning or fatal errors. The report displays:

- ■ Transaction ID (batch agency, date, batch type, batch number, and sequence number)
- ■ Detailed input elements of the transaction
- ■ An error code
- ■ Error message(s)

Since the Error Report is a major source document for error correction transactions, it should be logged into the batch control log and controlled like any other source document.

The DAFR2151 Error Report, if available, may be the primary source document for coding error correction transactions. Agencies should review the DAFR2151 on a daily basis via RMDS. Ideally, the Error Report has corrections coded on the report prior to data entry. In some cases, however, it is necessary to submit only part of a report for data entry. If the Error Report is divided, care must be taken to ensure that the complete report is accounted for when all processing is complete.

The DAFR2151 Error Report also displays warning messages. If the transaction was prepared in Edit Mode 0 or 1 (without on-line edits), then the DAFR2151 is the primary method of communicating the warning message to the agency. Transactions with fatal errors will stay on the IT file and will require correction and release before any further processing will occur. Warning errors on the DAFR2151 simply alert the user to the condition; they do not impede processing.

To ensure that processing of any given set of reports has been completed, each line item on the Error Report must be either marked for data entry or completely crossed out. Only when all line items have been crossed out and all corrections have been entered, may an error report be considered complete.

When processing error items in the internal transaction file, remember that all corrected errors must be released by the agency before the transaction can be processed again. Otherwise, the transactions stay on the internal transaction file in Edit Mode 3.

Each agency is required to resolve all errors as soon as possible from the date that the error occurred or the month-end closing date, whichever is earlier. For those errors which require assistance from another agency to resolve and clear, each agency should take all reasonable steps to provide the necessary coding or other information needed to the other agency in enough time so that the errors can be resolved and cleared by the month-end closing date.

The remaining portions of this section describe correction of transactions in error using the two methods, as well as an example of how to correct payroll errors.

Note: The following refers to calendar year-end, not to fiscal year end.

Calendar year-end cutoff for processing corrections to W-2 and 1099 reportable payments varies depending on the Edit Mode used when posting in R*STARS. Corrections entered for edit mode 0 or 1 may have a different cut-off date than corrections entered for errors in edit mode 2. To be accurately recorded and included in W-2 or 1099 statements, corrections must be entered, error free and posted to the accounting event file by the dates specified by DMB Office of Financial Management (OFM).

Corrections posted after the deadlines specified by OFM will not be included in the old calendar year's W-2 or 1099 statements without intervention. If the corrections should be reported in the old calendar year, agencies should enter them with a December (old calendar year) effective date and then request a corrected W-2 or 1099 statement.

If you have questions regarding W-2 reportable payments, contact OFM at (517) 373-7581. If you have questions regarding 1099 reportable payments, contact OFM at (517) 335-7269.

Reversals as a Result of Running the DAFM294 Program

When the DAFM294 program is run in the production environment, it will reverse any transactions which have not completed successfully due to ABEND conditions which occurred while attempting to post transactions in MAIN FACS (R*STARS or ADPICS).
When the DAFM294 program is run, all transactions which are reversed will be reported on the DAFR2941 R*STARS Transaction Reversal Report (see the R*STARS Report Guide).

Agencies should check this report for transactions that were reversed and research them to determine whether they must be re-entered.

Deletion of Deposit Batches

If it becomes necessary to delete a deposit batch (this should be a rare situation), use the 510, Recall a Batch for Correction screen. When the 510 screen is used, the deletion will be apparent when viewing the 37 screen. The 37 screen and the 101 screen will have the same balance.

The steps to use the 510 screen to delete a deposit batch are:

Pull up the 530, View Batch Headers screen or the 520, View A Batch screen to recall a batch.

From the 520 screen, select the transaction to be deleted. Enter an "s" in the far left column and press <F11>, Correct Batch, function key.

This will take you to the 510, Recall a Batch for Correction screen.

Press <F3> Delete. Confirm as necessary. This only deletes the individual transaction associated with that specific sequence number.

Increment the sequence number and repeat the process until all the transactions identified for deletion have been processed.

Press <F2> Change header.

Enter the correct Entered Count field and the Entered Amount field to equal the Computed Count field.

Press <F10> Save.

Press <F11> Recompute.

Press <F6> Balance.

If all transactions have been deleted, press <F3> Delete. Confirm as necessary. This deletes the batch header.

If only certain transactions were deleted, then press <F6> Release.

Method 1 — Recall A Batch For Correction

Recall A Batch For Correction — uses the 510 Recall a Batch for Correction screen to correct individual transactions.

The use of screen 510 to correct individual transactions is the easiest and most frequently used method for correcting data. The Recall A Batch For Correction screen enables the terminal operator to:

- Recall an accounting transaction and view the Error Messages.
- Correct the data by typing over the incorrect fields.
- Resubmit the transaction for editing.

Those transactions that pass the edits are automatically posted to all appropriate tables. Error messages are automatically displayed for each transaction that fails the edits. These transactions must be corrected before they will post to the system.

Coding instructions for "Recalling a Batch for Correction" are presented in the following pages.

Method 1A — Use of the Error Report

Information for screen 510 is provided for in the Error Report. This information is entered into screen 510 and F4 is selected to correct the faulty entry.

```
S510 VER 2.0                 R*STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                RECALL A BATCH FOR CORRECTION                    FACS


            BATCH AGENCY: 696
              BATCH DATE: 121494
              BATCH TYPE: 4
            BATCH NUMBER: 406
         SEQUENCE NUMBER: 00004 (REQUIRED IF CHANGING, DELETING, OR VIEWING A
                                 TRANS)

          BATCH BALANCING-
            ENTERED COUNT:                ENTERED AMOUNT:
           COMPUTED COUNT:               COMPUTED AMOUNT:

        PAYMENT DIST TYPE:
            DISB METH IND:
          ORIGINAL USER ID:
               USER CLASS:
             LAST USER ID:


  F1-HELP  F2-CHANGE HDR  F3-DELETE   F4-CHANGE  F5-VIEW  F6-BALANCING  F7-DETAILS
  F8-DOC TRK  F9-INTERRUPT  F10-ADD  F11-RECOMPUTE  F12-HEADERS  CLEAR-EXIT
```

Method 1B — Use of On-Line Look Up Features

When an Error Report is not available the on-line lookup method can be used to correct errors.
The on-line method of correcting transactions in error is outlined below:

1. Enter "530" in the "Link To" field or select the View Batch Headers menu selection.
   The View Batch Headers screen appears. This screen, shown below, displays only
   batches on the Internal Transaction file in Batch ID sequence. The "STA" and "BAL"
   columns indicate the batch status and if the batch is balanced. A batch with
   transactions in error has a status of "3."

```
S530 2.0                        R*STARS ACCOUNTING            08/14/94 12:00 PM
LINK TO:                        VIEW BATCH HEADERS             NOTE:      FACS


 BATCH AGENCY: 696
   ...BATCH ID...              EFF   ENTERED    ENTERED    COMP       COMP
 S  DATE TYP NO  STA BAL MODE  DATE  COUNT      AMOUNT     COUNT      AMOUNT
   120992 F  402  H   Y   3    010194 00010 00000009971.07 00010  00000009971.07
   121092 F  403  H   Y   3    010194 00043 00000046932.37 00043  00000046932.37
   121192 F  404  H   Y   3    121192 00039 00000082226.81 00039  00000082226.81
   121492 F  405  H   Y   3    121492 00019 00000035673.89 00019  00000035673.89
 S 121492 4  406  3   Y   3    090992 00010 00000000365.51 00010  00000000365.51
   122892 4  407  H   Y   3    093092 03765 00006902053.80 03765  00006902053.80
   122992 4  408  H   Y   3    093092 03572 00006732751.47 03572  00006732751.47
   123092 4  409  H   Y   3    113092 05251 00011819608.60 05251  00011819608.60
   123092 4  410  H   Y   3    010193 19430 00133958687.94 19430  00133958687.94
   012994 2  685  H   Y   2    042694 00000 00000000000.00 00000  00000000000.00
   020694 3  001  H   N   2    020694 00001 00000000000.00 00000  00000000000.00
   020894 4  001  H   Y   2    020894 00000 00000000000.00 00000  00000000000.00
   020894 4  002  H   Y   2    020894 00000 00000000000.00 00000  00000000000.00


 PRESS NEXT PAGE KEY TO VIEW ADDITIONAL RECORDS
 F1-HELP      F5-NEXT PAGE      F6-BALANCING    F7-DETAILS     F8-DOC TRACK
 F9-INTERRUPT  F11-CORRECT BATCH  ENTER-FIRST PAGE             CLEAR-EXIT
```

2. To view the details of a batch, enter "S" in the left-hand column next to the batch desired for viewing, then select "F7" Details. The 520 View a Batch screen will be displayed. This screen displays each transaction on the Internal Transaction file (not written to the History file).

```
S520 2.0                      R*STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                        VIEW A BATCH                              FACS

 BATCH ID: AGENCY 696 DATE 121492 TYPE 4 NO 406 SEQUENCE 00001
 MODE 3               EFF DATE 090992     STATUS H       PRINTER ID:

 S P  SEQ  CUR DOC/SFX  REF DOC/SFX  M AGY TC   INDEX  PCA  AY COBJ      AMOUNT R
     00001 YLRBW617 001 90477035 001   696 383 73170 93012 92 3802      183.00
     00002 YLRBW617 002 90589863 001   696 383 71090 53200 92 3746       45.00
     00003 YLRBW617 003 90589863 002   696 383 71090 60000 92 3802       48.00
     00004 YLRBW617 004 90589863 003   696 383 71090 60000 92 3802         .65
     00005 YLRBW617 005 90589863 004   696 383 71090 60000 92 3802       10.00
     00006 YLRBW617 007 90589859 001   696 383 73170 61100 92 3628        5.34
     00007 YLRBW617 008 90589859 002   696 383 73170 61100 92 3628        1.00
     00008 YLRBW617 009 90589859 003   696 383 73170 60000 92 3802       50.94
     00009 YLRBW617 010 90589859 004   696 383 73170 60000 92 3802        4.08
     00010 YLRBW617 006 90591749 001   696 383 73170 53200 92 3746       17.50

   ENTERED COUNT: 00010                    ENTERED AMOUNT: 00000000365.51
  COMPUTED COUNT: 00010                   COMPUTED AMOUNT: 00000000365.51
NO MORE DETAILS IN THIS BATCH

F1-HELP  F2-SELECT  F4-PRINT  F5-NEXT PAGE  F6-BALANCING  F8-DOC TRACK
F9-INTERRUPT  F11-CORRECT BATCH  F12-HEADERS  ENTER-FIRST PAGE  CLEAR EXIT
```

3. To select a batch for correction enter "S" in the left-hand column next to the transaction desired for correction. Select "F11" to access the 510 Recall A Batch For Correction screen to select the transactions to be corrected.

```
S520 2.0                    R*STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                       VIEW A BATCH                             FACS

BATCH ID: AGENCY 696 DATE 121492 TYPE 4 NO 406 SEQUENCE 00001
MODE 3               EFF DATE 090992     STATUS H      PRINTER ID:

S P  SEQ  CUR DOC/SFX  REF DOC/SFX  M AGY TC   INDEX  PCA  AY COBJ    AMOUNT R
    00001 YLRBW617 001 90477035 001   696 383 73170 93012 92 3802     183.00
    00002 YLRBW617 002 90589863 001   696 383 71090 53200 92 3746      45.00
    00003 YLRBW617 003 90589863 002   696 383 71090 60000 92 3802      48.00
S   00004 YLRBW617 004 90589863 003   696 383 71090 60000 92 3802        .65
    00005 YLRBW617 005 90589863 004   696 383 71090 60000 92 3802      10.00
    00006 YLRBW617 007 90589859 001   696 383 73170 61100 92 3628       5.34
    00007 YLRBW617 008 90589859 002   696 383 73170 61100 92 3628       1.00
    00008 YLRBW617 009 90589859 003   696 383 73170 60000 92 3802      50.94
    00009 YLRBW617 010 90589859 004   696 383 73170 60000 92 3802       4.08
    00010 YLRBW617 006 90591749 001   696 383 73170 53200 92 3746      17.50

   ENTERED COUNT: 00010                    ENTERED AMOUNT: 00000000365.51
  COMPUTED COUNT: 00010                   COMPUTED AMOUNT: 00000000365.51
NO MORE DETAILS IN THIS BATCH

F1-HELP  F2-SELECT  F4-PRINT  F5-NEXT PAGE  F6-BALANCING  F8-DOC TRACK
F9-INTERRUPT  F11-CORRECT BATCH  F12-HEADERS  ENTER-FIRST PAGE  CLEAR EXIT
```

4. Select "F4" to change the transaction in error. This will display the transaction on the appropriate data entry screen with error messages displayed at the bottom of the screen, as shown below.

```
S510 2.0                    R*STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                 RECALL A BATCH FOR CORRECTION                   FACS


            BATCH AGENCY: 696
              BATCH DATE: 121492
              BATCH TYPE: 4
            BATCH NUMBER: 406
         SEQUENCE NUMBER: 00004 (REQUIRED IF CHANGING, DELETING, OR VIEWING A
                                 TRANS)

          BATCH BALANCING-
            ENTERED COUNT: 00010        ENTERED AMOUNT: 00000000365.51
           COMPUTED COUNT: 00010       COMPUTED AMOUNT: 00000000365.51

        PAYMENT DIST TYPE:
           DISB METH IND:
         ORIGINAL USER ID:
               USER CLASS:
             LAST USER ID:


F1-HELP  F2-CHANGE HDR  F3-DELETE   F4-CHANGE  F5-VIEW  F6-BALANCING  F7-DETAILS
F8-DOC TRK  F9-INTERRUPT  F10-ADD  F11-RECOMPUTE  F12-HEADERS  CLEAR-EXIT
```

"F5" may be used to scroll through the transactions.

```
S505 2.0                    R*STARS ACCOUNTING            08/15/94 12:00 PM
 LINK TO:          PRE-ENC/ENC/EXPEND TRANSACTION ENTRY       NOTE: N   FACS
 BATCH: AGENCY 696 DATE 121494 TYPE 4 NO 406 SEQ NO 00004 MODE MASTER EDIT ONLY
 DOC DATE: 090294   EFF DATE: 090294  DUE DATE:        SERV DATE:
  CUR DOC/SFX: YLRBW617 004  REF DOC/SFX: 90589863 003  MOD:    AGENCY: 696
   TRANS CODE: 383
        INDEX: 71090
          PCA: 60000                                        AY: 92
 COMP/AGY OBJ: 3802 4330
       AMOUNT: 00000000000.65 RVS:   DISC: 00000000000.00 1099:  FO:  PDT:
 DOC COUNT: 00000 DOC AMT: 00000000000.00 DOC AGY: 696 CI:   PROP #:
        INV NO:            DT:        DESC:
 VEND/MC: 2460139623 000  NM: KEITH P DOSSETT
 CONT NO:               ADD1: 123 EASTHAM
 WARR NO:               ADD2:
 APPN NO: 00187         ADD3:
 FUND: 0014 BNK ID:     ADD4:                                  CTRY:
 GL AC/AGY:             CITY: LOVELAND         ST: MI  ZIP: 48771
  GRANT NO/PH:            SUBGRANTEE:            PROJ NO/PH:
  MPCD:          AGY CD-1:     2:     3: 17165  DI:         RTI:


 F1-HELP  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS F9-INTERRUPT F10-SAVE
 F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```

5. At this point, the terminal operator may enter corrections and/or repeat the above steps to identify the errors in other transactions.

Method 2 — Enter Error Corrections

Enter Error Corrections — uses the 540 Batch Header/Detail Correction screens to enter Batch Header or detail transaction corrections, release a batch, or delete transactions.

The use of the 540 screens provides substantial flexibility, and in many cases, increased efficiency in correcting errors. Screen 54A allows correction to data in batches with edit modes of "0," "1," or "3." This section describes the various levels of corrections which can be made using the two screens accessed through this option and provides the procedures to be followed.

The 540 Enter Error Corrections option from the Financial Data Entry Menu actually involves three separate screens. They are the 54A Batch Header Correction screen, the 54B Detail Correction screen, and the 54C Valid Field ID Value screen.

The 54A Batch Header Correction screen is used to make batch level corrections and select batches for correction. The 54B Detail Correction screen provides the ability to make transaction level corrections. The 54C Valid Field ID Value screen provides assistance in determining the Field ID for each of the data elements to be corrected.

When the number of transactions in a batch exceeds the maximum number of transactions that can be changed on-line (controlled by the Max Chg Trans number on the System Management Profile), the 54D Batch Header Correction screen is used to enter the changes. Once the records are added using this screen, the nightly Input Edit Update process will initiate the corrections.

By using the function keys and enter key, you can move between the three multiple error correction screens and perform the following functions:

- **54A** — Change Batch Header
  - delete entire batch (including all transactions within the batch)
  - put batch on hold
  - release a batch (with proper security)
  - select a batch

- **54B** — Change Transaction
  - delete transaction
  - mass change to all transactions or specified transactions in the batch

- **54C** — Select Field (data elements) IDs to change

- **54D** — Batch Detail Correction
  - mass change to all transactions or specified transactions in batch mode

These screens will normally be used to first select a batch on 54A, then select a transaction on 54B and finally, if necessary, used to select a Field Identification (FID) on 54C. The following examples demonstrate typical usage of these screens.

Select 540 from the Financial Data Entry submenu to see all the batches in error for the batch agency. Screen 54A will be displayed.

```
S54A 2.0                     R*STARS ACCOUNTING           08/15/94 12:00 PM
LINK TO:                   BATCH HEADER CORRECTION                     FACS

BATCH AGENCY: ADA                                              PAGE: 01
ACTION  DATE  TYPE  NO  STAT    USER ID    FID        CORRECTION VALUE
 S      091793  4   059  H      SYSTEM
        091893  1   237  H      SYSTEM
        091893  1   800  H      SYSTEM
        091893  2   801  H      SYSTEM
        091893  3   804  H      SYSTEM
        091893  2   453  H      SYSTEM
        091893  3   063  H      SYSTEM
        091993  3   064  H      SYSTEM
        091993  3   065  H      SYSTEM
        091993  3   068  H      SYSTEM
        091993  3   112  H      SYSTEM
        091993  3   135  H      SYSTEM
        091993  3   231  H      SYSTEM
        091993  3   234  H      SYSTEM
        091993  3   400  H      SYSTEM


F1-HELP  F2-HOLD  F3-DELETE BATCH  F4-VALUES  F5-DETAILS  F6-BATCH  F7-PRIOR PG
F8-NEXT PG  F9-INTERRUPT  F10-CHANGE  F11-RELEASE  ENTER-RECALL  CLEAR-EXIT
```

To delete a batch (including all of its transactions) select the batch by placing an "S" in the action column and select "F3." The batch status changes to "D" for delete.

```
S54A 2.0                     R*STARS ACCOUNTING           08/15/94 12:00 PM
LINK TO:                   BATCH HEADER CORRECTION                     FACS

BATCH AGENCY: ADA                                              PAGE: 01
ACTION  DATE  TYPE  NO  STAT    USER ID    FID        CORRECTION VALUE
        091793  4   059  D      SYSTEM
        091893  1   237  H      SYSTEM
        091893  1   800  H      SYSTEM
        091893  2   801  H      SYSTEM
        091893  3   804  H      SYSTEM
        091893  2   453  H      SYSTEM
        091893  3   063  H      SYSTEM
        091993  3   064  H      SYSTEM
        091993  3   065  H      SYSTEM
        091993  3   068  H      SYSTEM
        091993  3   112  H      SYSTEM
        091993  3   135  H      SYSTEM
        091993  3   231  H      SYSTEM
        091993  3   234  H      SYSTEM
        091993  3   400  H      SYSTEM


F1-HELP  F2-HOLD  F3-DELETE BATCH  F4-VALUES  F5-DETAILS  F6-BATCH  F7-PRIOR PG
F8-NEXT PG  F9-INTERRUPT  F10-CHANGE  F11-RELEASE  ENTER-RECALL  CLEAR-EXIT
```

Example of Detail Transaction Correction

Select the batch containing the transaction(s) to be corrected by typing an "S" in the Action column.

Select "F5" to go to the Detail screen.

```
S54A 2.0                        R*STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                      BATCH HEADER CORRECTION                        FACS

BATCH AGENCY: ADA                                                    PAGE: 01
ACTION   DATE   TYPE   NO   STAT    USER ID    FID        CORRECTION VALUE
         091793  4    059   D     SYSTEM
    S    091893  1    237   H     SYSTEM
         091893  1    800   H     SYSTEM
         091893  2    801   H     SYSTEM
         091893  3    804   H     SYSTEM
         091893  2    453   H     SYSTEM
         091893  3    063   H     SYSTEM
         091993  3    064   H     SYSTEM
         091993  3    065   H     SYSTEM
         091993  3    068   H     SYSTEM
         091993  3    112   H     SYSTEM
         091993  3    135   H     SYSTEM
         091993  3    231   H     SYSTEM
         091993  3    234   H     SYSTEM
         091993  3    400   H     SYSTEM

F1-HELP  F2-HOLD  F3-DELETE BATCH  F4-VALUES  F5-DETAILS  F6-BATCH  F7-PRIOR PG
F8-NEXT PG  F9-INTERRUPT  F10-CHANGE  F11-RELEASE  ENTER-RECALL  CLEAR-EXIT
```

```
S54B 2.0                        R*STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                        DETAIL CORRECTION                          FACS
BATCH ID: ADA  091893  1 237    STATUS: H USER ID: SYSTEM
ACTION   SEQ NO   FID              CORRECTION VALUE

















F1-HELP   F3-DELETE F4-VALUES       F6-BATCH    F9-INTERRUPT  F10-CHANGE
F11-MASS CHANGE     F12-HEADERS            CLEAR-EXIT
```

Enter Action "C" for change and the desired Sequence Number (in this example 00001) and select "F4" to see the Valid Field IDs.

```
S54B 2.0                   R*STARS ACCOUNTING        08/15/94 12:00 PM
LINK TO:                   DETAIL CORRECTION                       FACS
BATCH ID: ADA 080293 1 237    STATUS: H USER ID: SYSTEM
ACTION  SEQ NO  FID            CORRECTION VALUE
  C     00001












F1-HELP   F3-DELETE F4-VALUES      F6-BATCH   F9-INTERRUPT  F10-CHANGE
F11-MASS CHANGE      F12-HEADERS              CLEAR-EXIT
```

```
S54C VER 2.0   STATE OF MICHIGAN -- ACCEPTANCE TEST (TMAIN)   04/13/01 02:47 PM
                    VALID FIELD ID VALUES                               TEST

 FID      FIELD NAME        FID      FIELD NAME        FID      FIELD NAME
 01 AGENCY                  19 DESCRIPTION             37 MULTI PURPOSE CODE
 02 AGENCY CODE 1           20 DISCOUNT AMOUNT         38 PAYMENT DIST TYPE
 03 AGENCY CODE 2           21 DISCOUNT DATE           39 PENALTY AMOUNT
 04 AGENCY CODE 3           22 DISCOUNT TERMS          40 PENALTY DATE
 05 AGENCY GL ACCOUNT       23 DOC AGENCY              41 PENALTY TERMS
 06 AGENCY OBJECT           24 DOCUMENT DATE           42 PROGRAM COST ACCOUNT
 07 APPROPRIATION NUMBER    25 DUE DATE                43 PROJECT NUMBER
 08 APPROPRIATION YEAR      26 EFFECTIVE DATE          44 PROJECT PHASE
 09 BANK ID                 27 FUND                    45 PROPERTY NUMBER
 10 BANK NUMBER             28 GENERAL LEDGER ACCOUNT  46 REFERENCE DOCUMENT
 11 CAPITALIZE INDICATOR    29 GRANT NUMBER            47 REFERENCE DOCUMENT SUF
 12 CASH RECPT PAYMT TYPE   30 GRANT PHASE             48 REVERSE INDICATOR
 13 COMPTROLLER OBJECT      31 IN SERVICE DATE         49 SUBGRANTEE
 14 CONTRACT NUMBER         32 INDEX CODE              50 TRANSACTION AMOUNT
 15 COUNTRY CODE            33 INTEREST TERMS          51 TRANSACTION CODE
 16 CURRENT DOCUMENT        34 INVOICE DATE            52 VENDOR MAIL CODE
 17 CURRENT DOCUMENT SUF    35 INVOICE NUMBER          53 VENDOR NUMBER
 18 DEBT INVEST ISSUE NO    36 MODIFIER
    * * * * *   TAB TO ENTRY AND PRESS F2 TO SELECT FID    * * * * *
 F1-HELP   F2-SELECT   CLEAR-EXIT
```

Select the field to be corrected by tabbing to the Field Identification (FID) and selecting "F2."
The FID is carried over to the Detail Correction screen.

Enter the Correction Value and select "F10" to process the change.

```
S54B 2.0                        R*STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                        DETAIL CORRECTION                          FACS
BATCH ID: ADA 080293 1 237      STATUS: H USER ID: SYSTEM
ACTION   SEQ NO  FID              CORRECTION VALUE
         00001   31   161000












TOTAL UPDATES -- HEADERS:     0     DETAILS:     1
F1-HELP   F3-DELETE  F4-VALUES     F6-BATCH   F9-INTERRUPT  F10-CHANGE
F11-MASS CHANGE      F12-HEADERS               CLEAR-EXIT
```

Multiple changes/deletions can be entered before selecting "F10" (i.e., additional Sequence Numbers and FID's can be listed and correct values entered).

Select "F11" to process a mass change, i.e., all transactions within a batch. Note: Processing will be within the 97 System Management Profile screen limitations.

```
S54B 2.0                    R*STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                    DETAIL CORRECTION                        FACS
BATCH ID: ADA 080293 1 237   STATUS: H USER ID: SYSTEM
ACTION   SEQ NO  FID            CORRECTION VALUE
   C      00001   31  16100









 F1-HELP    F3-DELETE    F4-VALUES   F6-BATCH    F9-INTERRUPT   F10-CHANGE
 F11-MASS CHANGE         F12-HEADERS             CLEAR-EXIT
```

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R★STARS

Data Entry Guide
Error Corrections Procedures

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Example of Batch Transaction Correction

Select the batch containing the transaction(s) to be corrected by typing an "S" in the Action column and select "F5." If there are too many transactions in the batch to process on-line, a message is displayed indicating a batch change is necessary.

```
S54A 2.0                      R*STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                   BATCH HEADER CORRECTION                         FACS

BATCH AGENCY: ADA                                               PAGE: 01
ACTION   DATE   TYPE   NO   STAT    USER ID    FID        CORRECTION VALUE
         091793  4    059   D      SYSTEM
         091893  1    237   H      SYSTEM
         091893  1    800   H      SYSTEM
         091893  2    801   H      SYSTEM
         091893  3    804   H      SYSTEM
         091893  2    453   H      SYSTEM
         091893  3    063   H      SYSTEM
    S    091993  3    064   H      SYSTEM
         091993  3    065   H      SYSTEM
         091993  3    068   H      SYSTEM
         091993  3    112   H      SYSTEM
         091993  3    135   H      SYSTEM
         091993  3    231   H      SYSTEM
         091993  3    234   H      SYSTEM
         091993  3    400   H      SYSTEM
BAF BATCH MASS CHG REQ"D

F1-HELP  F2-HOLD  F3-DELETE BATCH  F4-VALUES  F5-DETAILS  F6-BATCH  F7-PRIOR PG
F9-NEXT PG  F9-INTERRUPT  F10-CHANGE  F11-RELEASE  ENTER-RECALL  CLEAR-EXIT
```

Select "F6" to go to Batch Header Correction screen.

```
S54D 2.0                     R*STARS ACCOUNTING          08/15/94 12:08 PM
LINK TO:                     BATCH HEADER CORRECTION                    FACS

BATCH ID: AAA 091993 3 064    STATUS: H USER ID: SYSTEM          PAGE: 01

SEQ NO   FID   CORRECTION VALUE
*END*












 R43 END OF BATCH

F1-HELP   F3-DELETE   F4-VALUES   F5-DETAILS   F7-PRIOR PAGE   F8-NEXT PAGE
F9-INTERRUPT   F10-CHANGE   F11-ADD   F12-HEADERS   ENTER-RECALL   CLEAR-EXIT
```

To determine the maximum number of transactions that can be changed on-line, interrupt to the 97 System Management profile. The maximum number of transactions that can be changed on-line is defined in the Maximum Change Transaction field.

```
S097                         R*STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                     SYSTEM MANAGEMENT PROFILE                  FACS

 CURRENT INDICATORS -                CONTROL INDICATORS -
    FISCAL YEAR: 94  MONTH: 12           LABOR DISTRIBUTION RUN: Y
      EFF DATE: 05201994         LABOR DISTRIBUTION PAY DATE: 04101992
 PRIOR EFF DATE: 12061993                 YEAR END CLOSING RUN: N
          TIME: 1200                   NEW YEAR INITIALIZATION: N
 LAST CLOSED-        STAGE:                COST ALLOCATION RUN: Y
    FISCAL YEAR: 92  MONTH: 08          GRANT/PROJ BILLING RUN: N
 REPORTING INDICATORS-                     RECURRING TRANS RUN: Y
   WEEK: Y     YEAR: N  INAE: Y      FIXED ASSET DEPRECIATION RUN: N
  MONTH: Y QUARTER: N CM YR:         FIXED ASSET SUSPENSE RECONC: Y
 ADVANCE PAYMENT DAYS-                FIXED ASSET SUSPENSE POST: N
   WARR/CHK: 01  DIR DEP: 03                   TAX OFFSET RUN: Y
  BACKUP WITHHOLDING PCT: 25.00              MAX CHG TRANS: 10000
 NEXT AVAIL ARCH REF NO (XMITL)     CURR: 94 000003   PRIOR: 93 000016
 NEXT AVAIL ARCH REF NO (NON-XMITL) CURR: 94 A00006   PRIOR: 93 A00011
--------PROCESSING CYCLE INFORMATION----------- BATCH RESTORE
CURRENT: DATE: 12141993 TIME: 15:41 CYCLE: 0069   INDICATOR (Y/N): N
  PRIOR: DATE: 12031993 TIME: 17:10 CYCLE: 0068  ONLINE AVAILABLE: Y



F1-HELP    F9-INTERRUPT   F10-SAVE   F11-SAVE/CLEAR   CLEAR-EXIT
```

Link to the 520 View a Batch screen and enter the Batch ID to determine the number of transactions in the batch.

```
S520 2.0                       R*STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                        VIEW A BATCH                              FACS
ACTIVE
BATCH ID: AGENCY KAK DATE 121093 TYPE 4 NO 108 SEQUENCE 00001
MODE 3              EFF DATE 121093     STATUS H      PRINTER ID: MDP1

S P  SEQ  CUR DOC/SFX  REF DOC/SFX  M AGY TC  INDEX   PCA  AY COBJ     AMOUNT R
    00001 EXXX0004 001               ADA 203 07001       94 7001      100.00
    00002 EXXX0005 001               ADA 203 07001       94 7001       50.00
    00003 EXXX0006 001               ADA 203 07001       94 7001     1900.00
    00004 EXXX0007 001               ADA 203 07001       94 7001     1000.00
    00005 EXXX0008 001               ADA 203 07001       94 7001     1000.00
    00006 EXXX0009 001               ADA 203 07001       94 7001     1000.00
    00007 EXXX0010 001               ADA 203 07001       94 7001     1000.00
    00008 EXXX0011 001               ADA 203 07001       94 7001     1000.00
    00009 EXXX0012 001               ADA 203 07001       94 7001     1000.00



  ENTERED COUNT: 00009                  ENTERED AMOUNT: 0000007050.00
 COMPUTED COUNT: 00009                 COMPUTED AMOUNT: 0000008050.00
NO MORE DETAILS IN THIS BATCH

F1-HELP  F2-SELECT F4-PRINT   F5-NEXT PAGE  F6-BALANCING  F8-DOC TRACK
F9-INTERRUPT  F11-CORRECT BATCH  F12-HEADERS  ENTER-FIRST PAGE  CLEAR-EXIT
```

Select "F9" to return to the 54D screen, enter corrections and select "F11" to add the correction records.

~~Select "F10" on the 54D screen to change one transaction at a time.~~

Select "F11" on the 54D screen to change all transactions in a batch. Note: Processing can be over the 97 System Management Profile screen limitations.

```
S54D 2.0                      R*STARS ACCOUNTING           08/15/94 12:00 PM
LINK TO:                   BATCH HEADER CORRECTION                      FACS

BATCH ID: AAA 091993 3 064     STATUS: H USER ID: SYSTEM          PAGE: 01

SEQ NO   FID    CORRECTION VALUE
00001    07     21000
00002    07     21000
00003    02     4300
00004    07     21000

*END*







 R43 END OF BATCH

F1-HELP    F3-DELETE    F4-VALUES    F5-DETAILS    F7-PRIOR PAGE   F8-NEXT PAGE
F9-INTERRUPT   F10-CHANGE   F11-ADD   F12-HEADERS   ENTER-RECALL   CLEAR-EXIT
```

The steps for using multiple error correction are summarized below.

Batch Header Correction (54A)

1.　Input the Batch Agency for the batches you want to view. Batch Agency defaults to the Security Agency when the Batch Header Correction screen is first displayed.

2.　For each batch that you want to modify, select the batch by placing an "S" in the action column and choosing the appropriate function key as follows:

　　F1　　　Accesses the News/Help profile.

　　F2　　　Holds the batch.

　　F3　　　Deletes the batch.

　　F4　　　Transfers to the Valid Field ID values (54C) to assist in determining field identifications.

　　F5　　　Accesses the 54B Detail Correction screen if a batch has been selected.

　　F6　　　Access the 54D Batch Header Correction screen if a batch has been selected.

F7　　　　Scrolls backward through the headers.

F8　　　　Scrolls forward through the headers.

F9　　　　Initiates interrupt and returns from interrupt and help.

F10　　　Changes the information specified by the Field Identification
(FID) in the batch header.

F11　　　Releases a batch previously placed on hold. (with proper security)

3.　　　Use FID (Field Identification) to identify the field that will be changed on the batch header. FID is only entered for those batches that have a Change action. The valid FIDs can be accessed by selecting F4 when the cursor is in the FID field.

4.　　　Enter the correct value for the field identified for change by the FID. Correction values are not edited on-line for valid values. Dates are edited for valid formatting.

Detail Correction (54B)

The Detail Correction screen is normally accessed through the Batch Header Correction (54A) screen.

1.　　　Enter a valid sequence number for the selected batch. The sequence number is required for a delete or change action.

2.　　　Use FID (Field Identification) to identify the field that will be changed for the transaction. FID is entered for change and mass change actions. The valid FIDs can be accessed by selecting F4 when the cursor is in the FID field.

3.　　　Enter the correct value for the field identified for change by the FID. Correction values are not edited on-line for valid values. Dates are edited for valid formatting.

For screen 54B the following processes are performed by using function keys:

F1　　　　Accesses the News/Help profile.

F3　　　　Deletes the detail transaction.

F4   Transfers to the Valid Field ID Values (54C) screen to assist in determining field identifications.

F6   Validates and processes the entered data (just like selecting "Enter").

F9   This key either invokes interrupt (if interrupt is not active) or cancels interrupt (if interrupt is active).

F10   Changes the detail transaction.

F11   Changes all the detail transaction in the batch (mass change).

F12   Accesses the Batch Header Correction (54A) screen.

Batch Detail Correction (54D)

F1   Accesses the News/Help profile.

F3   Deletes the detail transaction.

F4   Transfers to the Valid Field ID Values (54C) screen to assist in determining field identifications.

F5   Accesses the 54B Detail Correction screen if a batch has been selected.

F7   Scrolls backward through the headers.

F8   Scrolls forward through the headers.

F9   This key either invokes interrupt (if interrupt is not active) or cancels interrupt (if interrupt is active).

F10   Changes the detail transaction.

F11   Changes all the detail transaction in the batch (mass change). Note: Processing can be over the 97 System Management Profile screen limitations.

F12   Accesses the Batch Header Correction (54A) screen.

4.4   CORRECTION OF ERRORS NOT DETECTED BY R*STARS

This section describes correction procedures for those errors that are not directly detected by the system and which result from such occurrences as:

- Valid, but improperly used Index.

- Incorrect PCA entry in the PCA profile, which may cause improper posting of accounting transactions.

- Valid, but improperly used document number.

- Valid, but incorrect amount.

- Improper effective date, thus causing an accounting transaction to be posted in the wrong accounting period.

- Improper posting of an accounting transaction flagged with a default "J" or warning "K" or "W" error code.

These errors are essentially more difficult to correct and adjust than those discussed in previous sections because they are typically detected after they have been posted to the financial tables. The basic methods used in correcting this type of error are to reverse and re-enter the transactions or to prepare accounting transactions that will cause the correct adjustments to be made to the financial table balances. These procedures are discussed in Chapter 8 under the section entitled "Journal Entries."

4.5   CORRECTION OF ERRORS–MASS CHANGE OPTION

For error corrections to all transactions contained in a batch with a transaction count of greater than 1,000, use the mass change option on the 54D screen. If the transaction count is less than or equal to 1,000, use the 54B correction screen.

To do mass changes, access the 540 screen from the Financial Data Entry submenu (F8) or by entering "540" in the Link To field. The 54A screen will be displayed with all batches in Edit Mode "0," "1," and "3." Select the appropriate batch by placing an "S" in the Action field, and select "F5." Once on the 54B screen, the transactions can be changed individually (i.e., sequence number by sequence number) or a mass change can be done. The 54B screen has four fields. The first field, "Action," should contain "S," for Select. The second field, "Seq No," should contain the sequence number of the transaction being changed. In the third field "FID," field ID values are obtained by putting the cursor on the FID field and selecting "F4" (Values) to get a list of the values that can be changed. Select "F2" (Select) to select the particular FID to be changed. The fourth field is the Correction Value field, and it must contain the value you want in the field. Then use "F10" (Change). The system will respond that one detail transaction was updated. To make mass changes, enter an "S" in the first field, leave the Sequence Number blank, obtain the FID value as mentioned above, and input the correction value in the fourth field. Press "F11" (Mass Change) to make the changes. The system will respond with the number of detail transactions updated. If the number of transactions being corrected is more than the number specified in the 97 System Management profile identified as "MAX CHG TRANS" (currently set at 1000 transactions), the BAF error message, "Batch Mass Change Required," will be received. On the 54A screen, enter an "S," for Select, in the Action field, then select "F6" (Batch). This will take you to the 54D screen, which has three fields. The first field, "Seq No," should be left blank for a mass change. The second field, "FID," (Field ID) requires a value. The FID values relate to the fields on an individual transaction that can be changed. To view the FID options, place your cursor in the FID field and select "F4" (Values). "F4" takes you to the 54C screen where you can place your cursor on the desired FID number and select "F2" (Select). The third field, "Correction Value," requires an entry, which is where you must enter your data correction value. Once you have completed the required information on the 54D screen, select "F11" (Add). Select "F12" (Headers) to return to the 54A screen. A User Class 90 is required to release batches from the 502 screen.